

TOWN OF WEST HARTFORD
REQUEST FOR USE OF BLUE BACK SQUARE AREA

Bring a copy of this form with you to your event

DATE OF EVENT: _____ TIME: _____ TYPE OF EVENT: _____
SET-UP & BREAK-DOWN TIME: _____ (How many minutes?) ESTIMATED AUDIENCE SIZE: _____ (Type: Family / Teens / Adults)
NAME OF ORGANIZATION: _____
CONTACT PERSON: _____ PHONE: (Home or Cell) _____ (W) _____
ADDRESS (Street/City/ZIP): _____
TOTAL # OF PERFORMERS & CREW: _____ TOTAL # PARKING PASSES _____ (Complementary Parking Passes, 6 max., see below)

PARKING TERMS & CONDITIONS: Individuals may park near the pergola to load and unload but must immediately move their vehicles to the Isham Garage. Up to six complementary parking passes are available for pick up at the Municipal Parking Office, 17 Isham Road, Mon-Fri, 8am-4pm, prior to the event. Free parking is assigned to the third deck and above. Contact the office at 860-561-8220. Passes must be returned at the end of the event to the booth attendant. Failure to return the parking passes will result in being charged the maximum daily rate and denied future complementary parking passes. The Town of West Hartford and the West Hartford Center Special Services are not responsible for the loss of any personal property left on, in or about the user's vehicle regardless of cause and are not responsible for any damage to the user's vehicle while parked in the Isham Garage.

PRIVATE ORGANIZATION EVENTS

TOWN & SCHOOL EVENTS

Equipment to be provided by YOUR ORGANIZATION:
All equipment brought in must be coordinated with Public Works. Indicate how many of each:

_____ Sound Equipment, _____ Microphones, _____ Amplifiers
_____ Lighting
_____ Chairs _____ Tables
_____ Trash Barrels
_____ Portable Toilet
_____ Tent (Size: _____) *Tents 200 sq. feet or more require Building and Fire permits*
_____ Food Served or Sold? *(Health Permit may be required)*
_____ Miscellaneous (please describe) _____

TOWN EVENTS ONLY - Equipment to be provided by the Town of West Hartford Department of Public Works or Facility Services. Indicate how many of each:

_____ Barricades (Public Works)
_____ Trash Barrels (Public Works)
_____ Tables (Private Vendor)
_____ Chairs (Private Vendor)
_____ Portable Toilet (Private Vendor)
_____ Tent (Size: _____) *Tents 200 sq. feet or more require Building and Fire permits*
_____ Food Served or Sold? *(Health Permit may be required)*
_____ Miscellaneous (please describe) _____

ALL EQUIPMENT MUST BE REMOVED THE DAY OF THE EVENT WITHOUT EXCEPTION

Insurance Requirements: Where required, signed Certificates of Insurance evidencing coverage in force for the duration of the event must be on file with the Department of Community Services in duplicate prior to the event. All insurance must meet the minimum requirements set forth in the Insurance Exhibit attached to this application.

In requesting use of the Blue Back Square Area, I agree to comply with the policy as set forth on page 2 of this form. I accept full responsibility for any damages that may result from our group's use. I will be responsible for all set-up and clean-up for the event and will remove any trash that may result from the event. I understand that the Town of West Hartford assumes no responsibility in the case of accident and/or injury to any person(s) in connection with the use of the Blue Back Square Area. In addition to the appropriate insurance certificate, I understand that the Town of West Hartford may require Police and/or Fire Department supervision. I understand that I will be responsible for reimbursing the Town of West Hartford for any expenses it may incur as a result of this event.

Signature: _____ Date: _____

TOWN OF WEST HARTFORD USE ONLY

Request Approved: YES NO Insurance Received: YES NO

Special Requirements (Police, Fire, Maintenance, etc.) _____

Signature: _____ Date: _____

Return form to: Department of Community Services, Room 204 Town Hall, 50 South Main Street, West Hartford, CT 06107
For more information, contact Renée McCue at (860) 561-7521. Fax: (860) 561-7528 Renee@westhartford.org

Policy Regarding Public Use of the Blue Back Square Area

The property owned by the Town to the south of the Noah Webster Library has been redeveloped into a unique, vibrant space which affords many opportunities for public events and community uses. This Blue Back Square Area includes the outdoor portions of the Town's property between South Main Street and Isham Road which are designed for public access, including the area surrounding the Noah Webster statue, Webster Walk and Blue Back Square. While the primary purpose of this area is to provide pedestrian passage, it also provides a potential venue for activities sponsored by the Town of West Hartford and/or the West Hartford Public Schools (Board of Education).

It is also anticipated that there will be substantial interest from others who wish to use this area for events of all types. This policy is intended to apply to those members of the community, to provide them with access to the Blue Back Square area fairly and to help assure, to the extent possible, that the various activities which may take place on any given day will not conflict with each other or with general pedestrian and/or patron activities.

1. The Blue Back Square Area shall be available to civic, nonprofit and charitable groups, merchant groups or individuals for both scheduled and unscheduled events when it is not actively being used by the Town of West Hartford and/or the West Hartford Board of Education. No events shall be scheduled for the days during which Celebrate! West Hartford is being held.
2. Events may be scheduled to commence at or after 9:00 AM and shall end no later than 10:00 PM. Exceptions to these hour limitations may be approved by the Town Manager on a case-by-case basis for unique events subject to such conditions as he or she may deem appropriate. Each calendar day shall be deemed to be a separate event.
3. In order to ensure equal access, events will not be scheduled more than six (6) months in advance and no person or group may schedule more than two (2) weekend events per month or four (4) weekday events per month. If it appears that individuals are acting in concert to avoid this limitation, the Town reserves the right to determine that they are acting as a single group.
4. Town events and scheduled events shall have priority over unscheduled events. If an unscheduled individual or group refuses to relocate or vacate the Blue Back Square Area for a Town event or scheduled event, that individual or group shall be deemed to be trespassing and shall be subject to removal or arrest.
5. All events involving the use of equipment (such as musical instruments, amplifiers, public address equipment or lighting) which requires more than five (5) minutes to set-up and remove must be scheduled in advance and a reservation form must be completed and approved.
6. Individuals or groups wishing to schedule the use of any portion of the Blue Back Square Area may do so by contacting Renée McCue at (860) 561-7521 not less than 48 hours prior to the time for the scheduled event. A brief description of the event, its location within the Blue Back Square Area, an estimated number of both participants and attendees and list of equipment brought in shall be required to schedule an event. Individuals using the Blue Back Square space must carry a copy of their reservation form with them as proof of authorization.
7. Proof of liability and/or property insurance may be required of any scheduled user. This requirement may be waived by the Town Manager.
8. Individuals may park near the pergola to load and unload but must immediately move their vehicles to the Isham Garage or other public parking spaces. Up to six complementary parking passes are available for pick up at the Municipal Parking Office, 17 Isham Road, Mon-Fri, 8am-4pm, prior to the event. Free parking is assigned to the third deck and above. Passes must be returned at the end of the event to the booth attendant. Failure to return the parking passes will result in being charged the maximum daily rate and denied future complementary parking passes. The Town of West Hartford and the West Hartford Center Special Services are not responsible for the loss of any personal property left on, in or about the user's vehicle regardless of cause and are not responsible for any damage to the user's vehicle while parked in the Isham Garage. For more information, contact the Municipal Parking Office at (860) 561-8220.
9. Use of the Blue Back Square Area shall comply, at all times, with the ordinances of the Town of West Hartford (including, without limitation, the Town's noise ordinances) as well as state and federal laws. Scheduling the use of the Blue Back Square area shall not be a substitute for obtaining any other permits or licenses which may be necessary, such as a Temporary Food Establishment Permit issued by the West Hartford-Bloomfield Health District. To obtain a food permit, call (860) 561-7900. Tents 200 square feet or more require Building and Fire permits.
10. Neither the sale of alcohol nor its possession is permitted within the Blue Back Square Area.
11. Sound amplification equipment shall be adjusted to the minimum volume level necessary to be heard within the Blue Back Square area. Sound amplification equipment shall be directed toward the interior of the Blue Back Square Area, generally toward Webster Walk.
12. The pergola and columns which frame the stage were designed as decorative elements and are not structural in nature. Attachments to the pergola and/or columns must be approved in advance and must be sufficiently light in weight as to preclude any possibility of causing damage.
13. Goods or services shall not be sold to the public for profit within the Blue Back Square Area. No person may solicit payment from attendees at an event within the Blue Back Square Area except for charitable donations.
14. The stairway and areas immediately surrounding the public elevator within the Blue Back Square Area shall not be used for displays, performances or otherwise blocked in any way. Public sidewalks shall not be blocked for any reason.
15. The Town of West Hartford shall not be responsible for injury to any person using the Blue Back Square Area or for any damage done to property owned by any user of the Blue Back Square Area.
16. Breach of peace or disorderly conduct by users of the Blue Back Square Area will not be tolerated. If an event attracts crowds which are sufficiently large or disorderly that they impede vehicular or pedestrian passage through the area, the Town may halt an event or restrict the areas where crowds are allowed to remain.
17. Individuals or groups who violate these rules will not be permitted to schedule future events in the Blue Back Square Area and will be deemed to be trespassing if they engage in unscheduled events in the Blue Back Square Area.